To: Allen, Reginald[Allen.Reginald@epa.gov]
Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]

From: Stewart, Neil

**Sent:** Thur 9/21/2017 4:48:44 PM

Subject: Ceiling in Communication Booth Area

1767.docx

Reggie,

Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a call if you have any questions or concerns pertaining to this project. Thanks,

Neil

Neil Stewart

Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy



September 19, 2017

Proposal #1767

Mr. Lorento Neequaye Supervisory Building Manager U.S. General Service Administration 1301 Constitution Ave. Washington DC 20001

Mr. Neequaye,

Re: Install Drop Ceiling in Administrators Closet

We propose the overtime hours to install a drop ceiling in the Administrators closet. Work will be done after normal working hours.

| Material cost for this project is - |             |
|-------------------------------------|-------------|
| 10% Overhead -                      |             |
| Subtotal -                          | Ex. 4 - CBI |
| 10% Profit -                        | LX. 4 - ODI |
| Subtotal -                          |             |
| Labor Ex. 4 - CBI Ex. 4 - CBI       |             |
|                                     | 00.000.00   |

Total:

\$3,360.97

Thank you for this opportunity to provide you with this proposal.

Respectfully,

Larry Snow

Project Manager

To: Allen, Reginald[Allen.Reginald@epa.gov]; bpathare[Pathare.Bhushan@epa.gov]

From: Wilson, SeVera

**Sent:** Wed 4/5/2017 9:29:32 PM

Subject: RE: landscape paintings for office

Ok. Have a nice evening.

From: Allen, Reginald

Sent: Wednesday, April 05, 2017 5:26 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>; bpathare < Pathare. Bhushan@epa.gov>

Subject: RE: landscape paintings for office

I got it – Donna sent to me

Thanks

#### Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Wilson, SeVera

Sent: Wednesday, April 5, 2017 5:26 PM

To: Allen, Reginald < Allen. Reginald@epa.gov >; bpathare < Pathare. Bhushan@epa.gov >

Subject: RE: landscape paintings for office

Hi Bushan, Can you please send Reggie Allen the link to the Churchhill standup desk? Thanks.

From: Allen, Reginald

Sent: Wednesday, April 05, 2017 5:20 PM
To: Wilson, SeVera < <u>Wilson, SeVera@epa.gov</u>>
Subject: RE: landscape paintings for office

Thanks saw your email after I sent the note – also do you have the link for standup desk?

#### Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Wilson, SeVera

Sent: Wednesday, April 5, 2017 5:19 PM

**To:** Allen, Reginald < <u>Allen.Reginald@epa.gov</u>> **Subject:** RE: landscape paintings for office

Hi Reggie, I am requesting one. Thanks.

From: Allen, Reginald

Sent: Wednesday, April 05, 2017 5:06 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: FW: landscape paintings for office

SeVera

Reading the note below from Jennifer Lee about costs to get the four pieces here it sounds like this will not be free. We really need an estimate.

Reggie

#### Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Wilson, SeVera

Sent: Wednesday, April 5, 2017 2:10 PM

To: Lee, Jennifer < leei@si.edu>

**Cc:** Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >; Jefferson, Gayle < Jefferson.Gayle@epa.gov >; Allen, Reginald < Allen.Reginald@epa.gov >

Subject: RE:

Michelle, It is my recommendation, we wait for the entire shipment. Thanks.

From: Lee, Jennifer [mailto:leej@si.edu]
Sent: Wednesday, April 05, 2017 2:07 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>

Cc: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Subject: RE:

Hello SeVera, Michelle, and Donna,

I'm pleased to let you know that all four requested paintings, the De Martini, the Schofield, the Sonntag, and the Wilson have been approved for loan. All of the artworks need a little bit of conservation, which I have requested. The De Martini, the Schofield, and the Sonntag will take a few weeks. The Wilson needs more substantive work and will take a bit longer- I don't have a time estimate yet. Do you want me to have these sent in two shipments (which would be a bit more expensive for you), or wait until the Wilson is done and ship them all together?

Please let me know what the Secretary would prefer.

Best.

Jenni Lee

Assistant Registrar, Exhibitions & Loans

Smithsonian American Art Museum

202-633-8478

LeeJ@si.edu

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

**Sent:** Tuesday, April 04, 2017 8:01 AM

To: Lee, Jennifer < leej@si.edu>

Cc: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Subject: RE:

**FYI** 

From: Lee, Jennifer [mailto:leej@si.edu] Sent: Thursday, March 30, 2017 5:20 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: RE:

Hi SeVera,

The works are still in the review stage. I explained to Michelle Hale, if all four are approved, we'll need to get permission from the Smithsonian Secretary to make an exception to our three artwork policy. Thank you for your patience.

Best,

Jenni Lee

Assistant Registrar, Exhibitions & Loans

Smithsonian American Art Museum

202-633-8478

LeeJ@si.edu

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Thursday, March 30, 2017 10:31 AM

To: Lee, Jennifer < leej@si.edu>

Cc: Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: FW:

Hi jinni, Any update on this request? Thanks.

From: Wilson, SeVera

Sent: Monday, March 27, 2017 2:06 PM

To: Lee, Jennifer < leej@si.edu>

Cc: Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: FW:

Hi Jinni, Please find attached the additional piece the Administrator selected. If you have questions, please let me know. Thank you

From: DC-WJCW-B200F-M@epa.gov [mailto:DC-WJCW-B200F-M@epa.gov]

Sent: Monday, March 27, 2017 1:55 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>

**Subject:** 

To: Ellison, Mardiko[Ellison.Mardiko@epa.gov]

From: Allen, Reginald

**Sent:** Mon 9/25/2017 7:38:10 PM

Subject: RE: Ceiling in Communication Booth Area

Check your total

#### Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Ellison, Mardiko

Sent: Monday, September 25, 2017 3:37 PM

To: McCluney, Lance < McCluney. Lance@epa.gov>; Allen, Reginald

<Allen.Reginald@epa.gov>

Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>;

Hurt, Tiffany < Hurt. Tiffany@epa.gov>

Subject: RE: Ceiling in Communication Booth Area

Lance,

So far we have spent on a PR \$24,570.00 and purchase card request for \$3350.00, total amount \$27920.00. Current request not yet funded 3360.97, waiting on response. This amount added will bring total amount to \$27920.00.

From: McCluney, Lance

**Sent:** Monday, September 25, 2017 11:15 AM **To:** Allen, Reginald < Allen. Reginald@epa.gov>

Cc: Benton, Michael < benton.michael@epa.gov >; Smoot, Nicole < Smoot.Nicole@epa.gov >;

Ellison, Mardiko < Ellison. Mardiko @epa.gov>; Hurt, Tiffany < Hurt. Tiffany @epa.gov>

#### Subject: RE: Ceiling in Communication Booth Area

We can pay for it. Whoever is going to handle this, take it from 11L, OCHP, BOC 37. Also, can someone give me a total of what we have spent on this booth?

Thanks, Lance

From: Allen, Reginald

Sent: Monday, September 25, 2017 11:11 AM

To: McCluney, Lance < McCluney.Lance@epa.gov>

Cc: Benton, Michael < benton.michael@epa.gov >; Smoot, Nicole < Smoot.Nicole@epa.gov >;

Ellison, Mardiko < Ellison. Mardiko @epa.gov >; Hurt, Tiffany < Hurt. Tiffany @epa.gov >

Subject: FW: Ceiling in Communication Booth Area

Another bill

Can we pay this?

Reggie

#### Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Stewart, Neil

Sent: Thursday, September 21, 2017 12:49 PM
To: Allen, Reginald < Allen. Reginald@epa.gov > Cc: Wilson, SeVera < Wilson. SeVera@epa.gov > Subject: Ceiling in Communication Booth Area

Reggie,

Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a call if you have any questions or concerns pertaining to this project. Thanks,

Neil

Neil Stewart

Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy

To: Quarles, Michael[Quarles.Michael@epa.gov]

From: Allen, Reginald

**Sent:** Mon 9/25/2017 3:22:42 PM

Subject: FW: Ceiling in Communication Booth Area

FYI – Lance's question

#### Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: McCluney, Lance

**Sent:** Monday, September 25, 2017 11:15 AM **To:** Allen, Reginald < Allen.Reginald@epa.gov>

Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>;

Ellison, Mardiko < Ellison. Mardiko @epa.gov >; Hurt, Tiffany @epa.gov >

Subject: RE: Ceiling in Communication Booth Area

We can pay for it. Whoever is going to handle this, take it from 11L, OCHP, BOC 37. Also, can someone give me a total of what we have spent on this booth?

Thanks, Lance

From: Allen, Reginald

**Sent:** Monday, September 25, 2017 11:11 AM

To: McCluney, Lance < McCluney.Lance@epa.gov >

Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>;

Ellison, Mardiko < <u>Ellison.Mardiko@epa.gov</u>>; Hurt, Tiffany < <u>Hurt.Tiffany@epa.gov</u>> **Subject:** FW: Ceiling in Communication Booth Area

Another bill

Can we pay this?

Reggie

#### Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Stewart, Neil

Sent: Thursday, September 21, 2017 12:49 PM
To: Allen, Reginald < Allen. Reginald@epa.gov > Cc: Wilson, SeVera < Wilson. SeVera@epa.gov > Subject: Ceiling in Communication Booth Area

Reggie,

Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a

call if you have any questions or concerns pertaining to this project. Thanks,

Neil

Neil Stewart

Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy

To: Chmielewski, Kevin[chmielewski.kevin@epa.gov]

From: Allen, Reginald

**Sent:** Tue 7/25/2017 10:20:42 PM

Subject: Call me brother

Can you call me quick question

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Chmielewski, Kevin

Sent: Monday, July 24, 2017 7:26 PM

To: Allen, Reginald <allen.Reginald@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>;

Jenkins, Donna < Jenkins. Donna@epa.gov>

Cc: Ellison, Mardiko <Ellison.Mardiko@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>;

Hale, Michelle <a href="mailto:hale.michelle@epa.gov">hale, Michelle <a href="mailto:hale.michelle@epa

Subject: RE: Standing Desk

Thank you sir

Kevin Chmielewski

Deputy Chief of Staff of Operations

Office of the Administrator

Office: 202-564-3140

Cell Ex. 6 - Personal Privacy

From: Allen, Reginald

Sent: Monday, July 24, 2017 6:21 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov >; Jenkins, Donna < Jenkins. Donna@epa.gov >

Cc: Ellison, Mardiko < Ellison. Mardiko@epa.gov >; Chmielewski, Kevin

<chmielewski.kevin@epa.gov>; Jackson, Ryan <jackson.ryan@epa.gov>; Hale, Michelle

<a href="mailto:</a> <a href="mailto:hale.michelle@epa.gov">hale.michelle@epa.gov">; Vizian, Donna <a href="mailto:Vizian.Donna@epa.gov">Vizian.Donna@epa.gov</a>>

Subject: Standing Desk

SeVera / Donna

I spoke with the delivery service rep for the standing desk (Peter at Ex. 6 - Personal Privacy) he said the earliest possible time he can deliver the standing desk is this Friday (28 Jun) around 4PM if all his deliveries enroute to DC go smoothly.

He said most likely it will be Monday morning given that he does in home deliveries and there are always delays.

Please contact him directly tomorrow to coordinate delivery at the earliest possible date.

**Thanks** 

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Ce// Ex. 6 - Personal Privacy

To: Talbert-Duarte, Angelia[talbert-duarte.angelia@epa.gov]; Sisson, Ann[Sisson.Ann@epa.gov]

**Cc:** Redden, Kenneth[Redden.Kenneth@epa.gov]; Fugh, Justina[Fugh.Justina@epa.gov]

From: Allen, Reginald

**Sent:** Wed 5/17/2017 4:59:34 PM

Subject: RE: Administrator's Gifts and Office Furniture

### **Ex. 5 - Attorney Client**

#### Reginald E. Allen

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Talbert-Duarte, Angelia

Sent: Wednesday, May 17, 2017 12:56 PM

To: Allen, Reginald < Allen.Reginald@epa.gov>; Sisson, Ann < Sisson.Ann@epa.gov>

Cc: Redden, Kenneth < Redden.Kenneth@epa.gov>; Fugh, Justina < Fugh.Justina@epa.gov>

Subject: RE: Administrator's Gifts and Office Furniture

| Regarding #1 | Ex. 5 - Attorney Client |
|--------------|-------------------------|

Angelia Talbert-Duarte

**Assistant General Counsel** 

Claims, Property and Appropriations Law Group

Civil Rights and Finance Law Office

U.S. Environmental Protection Agency

(202) 564-8158 - Phone

(202) 564-5432 - Fax

From: Allen, Reginald

**Sent:** Wednesday, May 17, 2017 12:48 PM

To: Talbert-Duarte, Angelia < talbert-duarte.angelia@epa.gov >; Sisson, Ann

<Sisson.Ann@epa.gov>

Cc: Redden, Kenneth < Redden. Kenneth@epa.gov >; Fugh, Justina < Fugh. Justina@epa.gov >

Subject: Administrator's Gifts and Office Furniture

Importance: High

Angelia / Ann

Need your help with the appropriations questions of the day from the Administrator's office. Actually two questions.

# Ex. 5 - Attorney Client

2. Second question is a bit more involved.

Ex. 5 - Attorney Client

### Ex. 5 - Attorney Client

## Ex. 5 - Attorney Client

Please advise on these HOT / time sensitive questions

Thanks

Reggie

#### Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

To: Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]

From: Allen, Reginald

Sent: Wed 5/10/2017 1:28:56 PM
Subject: FW: Administrator's Lock quote

Nino

Here is the communication between the person coordinating installing the locks and Michelle – I have not been involved directly in the setup timing but Michelle can update you.

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Bellerose, William

Sent: Thursday, May 4, 2017 9:29 AM

To: Hale, Michelle <a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.gov</a>)<a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.gov</a>)<a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.g

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Stewart, Neil < Stewart. Neil@epa.gov>; Hupp,

Sydney <a href="mailto:sydney@epa.gov">hupp.sydney@epa.gov</a>

Subject: RE: Administrator's Lock quote

Michelle,

Sorry for the mix up, I meant Friday, May 12th at 9:00 am.

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Bellerose, William

**Sent:** Thursday, May 04, 2017 9:10 AM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Michelle,

Thanks, I have it scheduled for next Friday, May 5th at 9:00 am.

V/r,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

Sent: Wednesday, May 03, 2017 5:46 PM

To: Bellerose, William < Bellerose, William@epa.gov>; Jenkins, Donna

<Jenkins.Donna@epa.gov>

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Bill, on Friday, May 12, 9-11 a.m. will work for the installation. On Monday, May 15<sup>th</sup>, a good time would be immediately following the Chief of Staff meeting which is from 8-9 a.m.

Are those times convenient for you and the locksmiths?

Thanks for the follow through on this as well as all your other projects!

Michelle

From: Bellerose, William

Sent: Wednesday, May 3, 2017 5:40 PM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Stewart, Neil < Stewart. Neil@epa.gov>; Hupp,

Sydney < hupp.sydney@epa.gov>

Subject: RE: Administrator's Lock quote

Michelle/Donna,

Please be advised that the new biometric lock has come in and the locksmiths will need a two hour window to install it next Friday, May 12<sup>th</sup>. What is a good time window for them to come in?

Additionally, I'll need to know what will be a good time on Monday, May 15<sup>th</sup> to come up and program users into the lock.

Please let me know.

Thank you,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

Sent: Tuesday, May 02, 2017 2:52 PM

To: Jenkins, Donna < Jenkins. Donna@epa.gov >; Hupp, Sydney < hupp.sydney@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Bellerose, William

<<u>Bellerose.William@epa.gov</u>>

Subject: RE: Administrator's Lock quote

Friday May 12 would be perfect.

From: Jenkins, Donna **Sent:** Tuesday, May 2, 2017 2:23 PM To: Hale, Michelle < hale.michelle@epa.gov >; Hupp, Sydney < hupp.sydney@epa.gov > Cc: Allen, Reginald < Allen.Reginald@epa.gov >; Bellerose, William <Bellerose.William@epa.gov> Subject: Fwd: Administrator's Lock quote GA Ladies, Please see note below and respond to Mr. Bellerose. Thank you Sent from my iPhone

**To:** Aiyegoro, Ganiat[Aiyegoro.Ganiat@epa.gov]

Cc: Cuscino, Glen[Cuscino.Glen@epa.gov]; Howard, James[Howard.James@epa.gov]; Harris,

PhyllisA[Harris.PhyllisA@epa.gov]; Ellison, Mardiko[Ellison.Mardiko@epa.gov]; Smoot,

Nicole[Smoot.Nicole@epa.gov] **From:** Allen, Reginald

**Sent:** Wed 5/3/2017 4:11:42 PM

Subject: RE: PATCHING and PAINTING room WJN-No. 2432Z

#### Approved

#### Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Aiyegoro, Ganiat

**Sent:** Wednesday, May 3, 2017 10:13 AM **To:** Allen, Reginald <Allen.Reginald@epa.gov>

Cc: Cuscino, Glen < Cuscino.Glen@epa.gov>; Howard, James < Howard.James@epa.gov>;

Harris, PhyllisA < Harris. PhyllisA@epa.gov>

Subject: FW: PATCHING and PAINTING room WJN-No. 2432Z

#### Reggie,

Attached is the job quote for suite 2432Z to patch and paint. The total amount is \$586.50. Please acknowledge and approve the amount for the job to proceed.

#### Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: 202-566-1798
Cell: Ex. 6 - Personal Privacy

From: Harris, PhyllisA

Sent: Tuesday, May 02, 2017 5:54 PM

To: Aiyegoro, Ganiat < Aiyegoro. Ganiat@epa.gov >

Subject: FW: PATCHING and PAINTING room WJN-No. 2432Z

GE Ganiat,

Please see the attached job quote for suite 2432Z. Please review the price and contact SeVera Wilson if you are interested in having the room patched and painted. Since the amount is within the bankcard limit you should want to consider using the card if your management is in approval of you having it done using the card.

Phyllis Harris

Alterations

202-566-2919

From: DEZCO Construction Services [mailto:dezcoconstruction@gmail.com]

**Sent:** Monday, May 01, 2017 7:59 PM

To: Harris, PhyllisA < Harris. PhyllisA@epa.gov>

Subject: FW: PATCHING and PAINTING room WJN-N 2432Z

From: David [mailto:dezcoconstruction@gmail.com]

Sent: Thursday, February 16, 2017 5:00 PM

To: 'David Zeigler'

Subject: PATCHING and PAINTING room WJN-N 2432Z

Hi Phyllis,

Here is the estimate for 2432Z/AA for painting.

Thank you,

David

David E. Zeigler

DEZCO Construction Services, LLC

dezcoconstruction@gmail.com

Phone: 301.290.1428

Cell: Ex. 6 - Personal Privacy

Fax: 301.560.8522

From: David Zeigler [mailto:dezcoconstruction@gmail.com]

Sent: Thursday, February 16, 2017 9:34 AM

To: Harris, PhyllisA

Subject: Re: FW: Need estimate for office PATCHING and PAINTING room WJN-N 2432Z

Hi Phyllis,

| I went over this morning and measured the room, I'll get an estimate for you this evening.  |
|---|
| David   |
| On Feb 15, 2017 8:32 PM, "Harris, PhyllisA" < <u>Harris.PhyllisA@epa.gov</u> > wrote:   |
| Dave,   |
|   |
| Here is another patch and paint job – need estimate on. Just seeing it today. Call me in the morning once you have gone to see it, or if you need me to meet you over there.  |
| Thanks,   |
|   |
| Phyllis   |
|   |
| From: Aiyegoro, Ganiat Sent: Tuesday, February 14, 2017 12:16 PM To: Harris, PhyllisA < Harris.PhyllisA@epa.gov > Cc: Allen, Reginald < Allen.Reginald@epa.gov >; Howard, James < Howard.James@epa.gov > Subject: Need estimate for office PATCHING and PAINTING room WJN-N 2432Z |
| Ms. Harris,   |
|   |
| This is a $3^{rd}$ request. When can you have the contractor to come by room WJCN $2432Z/AA$ to give us an estimate for office PATCHING and PAINTING.   |
| This is an urgent request. I have left you a voice mail as well this morning.   |
|   |
|   |
|   |
|   |

#### Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: <u>202-566-1798</u> Cell: Ex. 6 - Personal Privacy

From: Aiyegoro, Ganiat

**Sent:** Tuesday, February 07, 2017 11:30 AM **To:** Harris, PhyllisA < <u>Harris.PhyllisA@epa.gov</u>>

Cc: Allen, Reginald < Allen.Reginald@epa.gov >; Howard, James < Howard.James@epa.gov >

Subject: RE: Need estimate for office PATCHING and PAINTING room WJN-N 2432Z

Importance: High

Ms. Phyllis,

I am following up on the email and conversation from yesterday. When can you have the contractor to come by room WJCN 2432Z/AA to give us an estimate for office PATCHING and PAINTING.

This is an urgent request. I have left you a voice mail as well this morning.

Thanks-in-Advance

Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: <u>202-566-1798</u> Cell: Ex. 6 - Personal Privacy From: Aiyegoro, Ganiat

**Sent:** Monday, February 06, 2017 11:50 AM **To:** Harris, PhyllisA < <u>Harris.PhyllisA@epa.gov</u>>

Subject: Need estimate for office PATCHING and PAINTING room WJN-N 2432Z

Ms. Phyllis,

Can you please direct me to whom or where I can get estimate for office PATCHING and PAINTING room WJN-N 2432Z.

Thanks

Ganiat A. Aiyegoro

IT Specialist

Office of Administrative and Executive Services

Office of the Administrator

Desk: <u>202-566-1798</u> Cell: <sub>Ex. 6 - Personal Privacy</sub> To: Jenkins, Donna[Jenkins.Donna@epa.gov]

From: Allen, Reginald

**Sent:** Wed 5/17/2017 9:17:45 PM

Subject: Re: Administrator's Gifts and Office Furniture

Always - no worries

#### Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

#### Ex. 6 - Personal Privacy

On May 17, 2017, at 4:31 PM, Jenkins, Donna < <u>Jenkins.Donna@epa.gov</u>> wrote:

Thank you. Did not mean to a bother on this. Just want make sure my projects are done by me.

Greatly appreciate your listening ear and patience.

Have a safe evening.

Sent from my iPhone

On May 17, 2017, at 4:26 PM, Allen, Reginald < Allen. Reginald@epa.gov > wrote:

Buy the hats...

#### Reginald E. Allen

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

From: Talbert-Duarte, Angelia

**Sent:** Wednesday, May 17, 2017 3:07 PM

To: Allen, Reginald < Allen. Reginald@epa.gov >

Cc: Sisson, Ann <<u>Sisson.Ann@epa.gov</u>>; Redden, Kenneth

<Redden.Kenneth@epa.gov>

Subject: RE: Administrator's Gifts and Office Furniture

Hi Reggie,

# Ex. 5 - Attorney Client

We are working on a response to the second question. Ex. 5 - Attorney Client Ex. 5 - Attorney Client

Ex. 5 - Attorney Client We will ensure that you receive a copy of the advice.

Best,

Angelia

Angelia Talbert-Duarte

Assistant General Counsel

Claims, Property and Appropriations Law Group

Civil Rights and Finance Law Office

U.S. Environmental Protection Agency

(202) 564-8158 - Phone

(202) 564-5432 - Fax

From: Allen, Reginald

Sent: Wednesday, May 17, 2017 2:01 PM

To: Talbert-Duarte, Angelia < talbert-duarte.angelia@epa.gov >; Sisson, Ann

<<u>Sisson.Ann@epa.gov</u>>

Cc: Redden, Kenneth < Redden. Kenneth@epa.gov >; Fugh, Justina

< Fugh. Justina@epa.gov >

Subject: RE: Administrator's Gifts and Office Furniture

### Ex. 5 - Attorney Client

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Ex. 6 - Personal Privacy

From: Talbert-Duarte, Angelia

**Sent:** Wednesday, May 17, 2017 12:56 PM

**To:** Allen, Reginald < <u>Allen.Reginald@epa.gov</u>>; Sisson, Ann < <u>Sisson.Ann@epa.gov</u>>

Cc: Redden, Kenneth < Redden. Kenneth@epa.gov>; Fugh, Justina

< Fugh. Justina@epa.gov>

Subject: RE: Administrator's Gifts and Office Furniture

### Ex. 5 - Attorney Client

Angelia Talbert-Duarte

**Assistant General Counsel** 

Claims, Property and Appropriations Law Group

Civil Rights and Finance Law Office

U.S. Environmental Protection Agency

(202) 564-8158 - Phone

(202) 564-5432 - Fax

From: Allen, Reginald

**Sent:** Wednesday, May 17, 2017 12:48 PM

To: Talbert-Duarte, Angelia <a href="mailto:talbert-duarte.angelia@epa.gov">talbert-duarte.angelia@epa.gov</a>; Sisson, Ann

< <u>Sisson.Ann@epa.gov</u>>

Cc: Redden, Kenneth < Redden. Kenneth@epa.gov >; Fugh, Justina

< Fugh. Justina @epa.gov >

Subject: Administrator's Gifts and Office Furniture

Importance: High

Angelia / Ann

Need your help with the appropriations questions of the day from the Administrator's office. Actually two questions.

# Ex. 5 - Attorney Client

Please advise on these HOT / time sensitive questions

Thanks

Reggie

### Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Ex. 6 - Personal Privacy

**To:** Bellerose, William[Bellerose.William@epa.gov]

From: Hale, Michelle

Sent: Thur 5/4/2017 3:08:01 PM
Subject: FW: Administrator's Lock quote

We need to move the second round for fingerprints to May 16 at 9:00 a.m. Sorry!

From: Hale, Michelle

Sent: Thursday, May 4, 2017 9:33 AM

To: Bellerose, William < bellerose.william@epa.gov>

Subject: RE: Administrator's Lock quote

Got it! Thanks!

From: Bellerose, William

Sent: Thursday, May 4, 2017 9:29 AM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Michelle,

Sorry for the mix up, I meant Friday, May 12th at 9:00 am.

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191



From: Bellerose, William

Sent: Thursday, May 04, 2017 9:10 AM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Michelle,

Thanks, I have it scheduled for next Friday, May 5th at 9:00 am.

V/r,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

**Sent:** Wednesday, May 03, 2017 5:46 PM

To: Bellerose, William < Bellerose, William@epa.gov>; Jenkins, Donna

< Jenkins. Donna@epa.gov>

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Bill, on Friday, May 12, 9-11 a.m. will work for the installation. On Monday, May 15<sup>th</sup>, a good time would be immediately following the Chief of Staff meeting which is from 8-9 a.m.

Are those times convenient for you and the locksmiths?

Thanks for the follow through on this as well as all your other projects!

Michelle

From: Bellerose, William

Sent: Wednesday, May 3, 2017 5:40 PM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Stewart, Neil < Stewart. Neil@epa.gov>; Hupp,

Sydney < hupp.sydney@epa.gov >

Subject: RE: Administrator's Lock quote

Michelle/Donna,

Please be advised that the new biometric lock has come in and the locksmiths will need a two hour window to install it next Friday, May 12<sup>th</sup>. What is a good time window for them to come in?

Additionally, I'll need to know what will be a good time on Monday, May 15<sup>th</sup> to come up and program users into the lock.

Please let me know.

Thank you,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

Sent: Tuesday, May 02, 2017 2:52 PM

To: Jenkins, Donna < Jenkins. Donna@epa.gov >; Hupp, Sydney < hupp.sydney@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Bellerose, William

<Bellerose.William@epa.gov>

Subject: RE: Administrator's Lock quote

Friday May 12 would be perfect.

From: Jenkins, Donna

Sent: Tuesday, May 2, 2017 2:23 PM

To: Hale, Michelle <a href="mailto:hale.michelle@epa.gov">hale, Michelle <a href="hale.michelle@epa.gov">hale, Michelle

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Bellerose, William

<Bellerose.William@epa.gov>

Subject: Fwd: Administrator's Lock quote

GA Ladies,

| Please see note below and respond to |
|--------------------------------------|
| Mr. Bellerose.                       |
|                                      |
| Thank you                            |
|                                      |
|                                      |
|                                      |
| Sent from my iPhone                  |
|                                      |

To: Bellerose, William[Bellerose.William@epa.gov]

From: Hale, Michelle

Sent: Thur 5/4/2017 2:08:26 PM Subject: RE: Administrator's Lock quote

Bill, the Chief of Staff has asked us to not change the combination on Monday. Thanks!

From: Bellerose, William

**Sent:** Thursday, May 4, 2017 9:29 AM

To: Hale, Michelle <a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.gov</a>)<a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.gov</a>)<a href="mailto:hale.michelle@epa.gov">hale, Michelle@epa.g

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Stewart, Neil < Stewart. Neil@epa.gov>; Hupp,

Sydney <a href="mailto:sydney@epa.gov">hupp.sydney@epa.gov</a>

Subject: RE: Administrator's Lock quote

Michelle,

Sorry for the mix up, I meant Friday, May 12th at 9:00 am.

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Bellerose, William

**Sent:** Thursday, May 04, 2017 9:10 AM

To: Hale, Michelle < hale.michelle@epa.gov >; Jenkins, Donna < Jenkins.Donna@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >; Hupp,

Sydney < hupp.sydney@epa.gov>

Subject: RE: Administrator's Lock quote

Michelle,

Thanks, I have it scheduled for next Friday, May 5th at 9:00 am.

V/r,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

**Sent:** Wednesday, May 03, 2017 5:46 PM

To: Bellerose, William < Bellerose, William@epa.gov >; Jenkins, Donna

<Jenkins.Donna@epa.gov>

Cc: Allen, Reginald < Allen. Reginald@epa.gov>; Stewart, Neil < Stewart. Neil@epa.gov>; Hupp,

Sydney < hupp.sydney@epa.gov>

Subject: RE: Administrator's Lock quote

Bill, on Friday, May 12, 9-11 a.m. will work for the installation. On Monday, May 15th, a good time would be immediately following the Chief of Staff meeting which is from 8-9 a.m.

| Are those times convenient for you and the locksmiths?  |
|---|
| Thanks for the follow through on this as well as all your other projects!   |
| Michelle  |
| From: Bellerose, William Sent: Wednesday, May 3, 2017 5:40 PM To: Hale, Michelle <a href="maintail@epa.gov">hale.michelle@epa.gov"&gt;hale.michelle@epa.gov</a> ; Jenkins, Donna <a href="maintail@epa.gov">Jenkins.Donna@epa.gov</a> > Cc: Allen, Reginald <a href="maintail@epa.gov">Allen.Reginald@epa.gov</a> >; Stewart, Neil <a href="maintail@epa.gov">Stewart.Neil@epa.gov</a> >; Hupp, Sydney <a href="maintail@epa.gov">hupp.sydney@epa.gov</a> > Subject: RE: Administrator's Lock quote |
| Michelle/Donna,   |
| Please be advised that the new biometric lock has come in and the locksmiths will need a two hour window to install it next Friday, May 12 <sup>th</sup> . What is a good time window for them to come in?  |
| Additionally, I'll need to know what will be a good time on Monday, May 15 <sup>th</sup> to come up and program users into the lock.  |
| Please let me know.   |
| Thank you,  |
| William "Bill" Bellerose  |

### Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

From: Hale, Michelle

Sent: Tuesday, May 02, 2017 2:52 PM

To: Jenkins, Donna < Jenkins. Donna@epa.gov >; Hupp, Sydney < hupp.sydney@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Bellerose, William

<Bellerose.William@epa.gov>

Subject: RE: Administrator's Lock quote

Friday May 12 would be perfect.

From: Jenkins, Donna

Sent: Tuesday, May 2, 2017 2:23 PM

To: Hale, Michelle < hale.michelle@epa.gov >; Hupp, Sydney < hupp.sydney@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Bellerose, William

<Bellerose.William@epa.gov>

Subject: Fwd: Administrator's Lock quote

GA Ladies,

Please see note below and respond to

Mr. Bellerose.

Thank you

Sent from my iPhone

Bellerose, William Bellerose. William @epa.gov1 To: Don Pollack Ex. 6 - Personal Privacy Cc: From: Ed Korenge Sent: Tue 4/25/2017 11:24:07 PM Subject: RE: Biometric lock Bill, I had a bad news, good news type of day. Bad news, I finally heard back from Marks and they are discontinuing the biometric lock, so they will not make it for us. Good news, Westinghouse has a mortise biometric lock that will fit a thick door and they have 2 units they can ship me immediately and the other 2 are about a 2 week lead time. It will still be a satin chrome finish because that is all they have. They won't do any other finishes. Pricing doesn't change. Thanks, Ed Sent from my Verizon 4G LTE smartphone ----- Original message -----From: "Bellerose, William" < Bellerose. William@epa.gov> Date: 4/25/17 4:37 PM (GMT-05:00) Ex. 6 - Personal Privacy To: Ed Korenge Cc: Don Pollack Ex. 6 - Personal Privacy Subject: Biometric lock Ed,

I need to know what is going on with the biometric lock for the Administrator's Office. If the lock that was spec'd out is no longer made, what is the next closet solution for the price we were quoted?

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Bellerose, William[Bellerose.William@epa.gov]

From: Don Pollack

**Sent:** Tue 4/25/2017 12:21:00 PM **Subject:** Re: Biometric lock update

I've heard nothing from it I believe he was to call you when he got a delivery date

On Apr 25, 2017 8:12 AM, "Bellerose, William" < Bellerose. William@epa.gov > wrote:

Ed,

Any updates on when we can expect the new lock for the Administrator's Office?

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Bellerose, William[Bellerose.William@epa.gov]

From: Myers, Kevin

**Sent:** Tue 8/1/2017 5:51:45 PM

Subject: RE: Biometric lock

Sure- but no going on leave for you!

From: Bellerose, William

**Sent:** Tuesday, August 01, 2017 1:51 PM **To:** Myers, Kevin < Myers. Kevin@epa.gov>

Subject: Biometric lock

Kevin,

Would it be okay if I showed Adam Brookman how to program users for the Administrator's biometric locks? I will be going on leave at the end of the month and I don't want to leave the team without a way to program these locks in my absence.

William "Bill" Bellerose

Security Specialist

**Headquarters Operations Branch** 

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

Tue 8/8/2017 1:46:48 PM Sent: Subject: RE: Administrator Secure Booth Thanks Bill. Is this just for YA services or are there also other costs that go under other services such as TC? I need to have a few specifics so I know what to order. Best, Carol Vogel 202-564-0426 From: Beaver, William Sent: Tuesday, August 08, 2017 9:37 AM **To:** Vogel, Carol < Vogel. Carol@epa.gov>; Fisher, Darryl < fisher.darryl@epa.gov> Subject: RE: Administrator Secure Booth Carol; Yes that is all you need to do. Thanks Bill **Bill Beaver** Service Manager AA Service Service Manager AS Service

Beaver, William[Beaver.bill@epa.gov]; Fisher, Darryl[fisher.darryl@epa.gov]

To:

From:

Vogel, Carol

**Service Manager AT Service** Service Manager KE Service Service Manager LF Service Service Manager NS Service Desk 202-566-1801 Cell Ex. 6 - Personal Privacy From: Vogel, Carol Sent: Tuesday, August 08, 2017 9:27 AM To: Fisher, Darryl < fisher.darryl@epa.gov> Cc: Beaver, William < Beaver.bill@epa.gov> Subject: RE: Administrator Secure Booth Hi Darryl, Sounds like this might need to go through the Working Capital Fund. Bill, do I need to place an order for billing purposes? Best,

Carol Vogel

202-564-0426

From: Fisher, Darryl

Sent: Tuesday, August 08, 2017 8:04 AM To: Vogel, Carol < Vogel. Carol@epa.gov > Subject: Administrator Secure Booth

Good Morning Carol,

I just spoke with Bill Beaver in reference to work OEI/OITO has already completed in support of the installation of a secure telephone booth at the request of the Administrator. I am inquiring how and who will financially support all work done to support the Administrator's request for a secure booth. You have to excuse my lack of knowledge; I am relatively new here in the Agency and I am trying to understand the intricate web of how the finance structure works. It has been left up to myself to figure out the system so please be patient with me.

Thank you,

V/R

Darryl Fisher

IT Specialist Washington DC Operations

Office of Information Technology Operations

Office of Environmental Information

U.S. Environmental Protection Agency

Phone: (202) 566-2904

To: Glazier, Kelly[Glazier.Kelly@epa.gov]
Cc: Lasher, Diane[Lasher.Diane@epa.gov]

From: Applestein, Brian

**Sent:** Fri 10/6/2017 12:40:35 PM

Subject: Secure Booth SOP

Secure Booth 1 Page SOP draft 2Oct2017.docx

See attached.

/r

Brian Applestein

Senior Security Analyst/NSI Program Task Lead

US Environmental Protection Agency

ManTech – Enterprise Support & Technology Solutions

Contract Officer Representative: Charles Neill

Ph: 202-564-4640

F: 202-565-2028

From: Glazier, Kelly

Sent: Thursday, October 05, 2017 3:35 PM

To: Lasher, Diane <Lasher.Diane@epa.gov>; Applestein, Brian <Applestein.Brian@epa.gov>

Subject: RE: Even a 12 year old can do it!

Let's fine tune the SOP in the am.

From: Lasher, Diane

Sent: Thursday, October 05, 2017 3:34 PM

To: Applestein, Brian < Applestein.Brian@epa.gov >; Glazier, Kelly < Glazier.Kelly@epa.gov >

Subject: RE: Even a 12 year old can do it!

# Ex. 5 - Deliberative Process

Diane K. Lasher

NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: 202-437-2811

Fax: 202-565-2028

From: Applestein, Brian

Sent: Thursday, October 05, 2017 3:33 PM

**To:** Lasher, Diane < <u>Lasher.Diane@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>

Subject: RE: Even a 12 year old can do it!

Ok.

# Ex. 5 - Deliberative Process

/r

Brian Applestein

Senior Security Analyst/NSI Program Task Lead

US Environmental Protection Agency

ManTech – Enterprise Support & Technology Solutions

Contract Officer Representative: Charles Neill

Ph: 202-564-4640

F: 202-565-2028

From: Lasher, Diane

Sent: Thursday, October 05, 2017 3:25 PM

**To:** Applestein, Brian < Applestein. Brian@epa.gov >; Glazier, Kelly < Glazier. Kelly@epa.gov >

Subject: RE: Even a 12 year old can do it!

# Ex. 5 - Deliberative Process

Diane K. Lasher

NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: 202-437-2811

Fax: 202-565-2028

From: Applestein, Brian

Sent: Thursday, October 05, 2017 2:49 PM
To: Glazier, Kelly < Glazier.Kelly@epa.gov >
Cc: Lasher, Diane < Lasher.Diane@epa.gov >

Subject: Even a 12 year old can do it!

Kelly,

Per your request, please see the attached.

/r

Brian Applestein

Senior Security Analyst/NSI Program Task Lead

US Environmental Protection Agency

ManTech – Enterprise Support & Technology Solutions

Contract Officer Representative: Charles Neill

Ph: 202-564-4640

F: 202-565-2028

To: Wilson, SeVera[Wilson.SeVera@epa.gov]

Cc: Moran, Jordan[jmoran@acousticalsolutions.com]; Neill, Charles[Neill.Charles@epa.gov];

Lasher, Diane[Lasher.Diane@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Wilson, Jessica[Wilson.Jessica@epa.gov]; Rivera, Carlos R.[Rivera.CarlosR@epa.gov]; Jefferson,

Gayle[Jefferson.Gayle@epa.gov]; Collard, Erin[Collard.Erin@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; OARM-OA-HQ-OB[OARM-OA-HQ-OB@epa.gov]

From: Woodward, Cheryl

**Sent:** Wed 10/18/2017 5:52:30 PM

Subject: Re: Acoustical Solutions (Administrator's Booth

I am out of the office but will be in tomorrow to follow up on this request.

Sent from my iPhone

On Oct 18, 2017, at 9:48 AM, Wilson, SeVera < Wilson. SeVera@epa.gov > wrote:

Let me confirm with the Administrator's office for next week. Thanks.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Tuesday, October 17, 2017 8:05 PM

**To:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Neill, Charles < <u>Neill.Charles@epa.gov</u>> **Cc:** Lasher, Diane < <u>Lasher.Diane@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Wilson, Jessica < <u>Wilson.Jessica@epa.gov</u>>; Rivera, Carlos R. < <u>Rivera.CarlosR@epa.gov</u>>; Jefferson, Gayle < <u>Jefferson.Gayle@epa.gov</u>>; Collard, Erin < <u>Collard.Erin@epa.gov</u>>; Stewart, Neil < <u>Stewart.Neil@epa.gov</u>>; OARM-OA-HQ-OB < <u>OARM-OA-HQ-OB@epa.gov</u>>

Subject: Re: Acoustical Solutions (Administrator's Booth

Unfortunately im scheduled to be in NYC friday.

What is avaliblity like next week?

Is out of hours a possibility?

I am in Texas wednesday. But the rest of the week is free

Jordan

----- Original message -----

From: "Wilson, SeVera" < Wilson.SeVera@epa.gov>

Date: 10/17/17 2:27 PM (GMT-05:00)

To: "Moran, Jordan" < imoran@acousticalsolutions.com >, "Neill, Charles" < Neill.Charles@epa.gov >, "Wilson, SeVera" < Wilson.SeVera@epa.gov >

Cc: "Lasher, Diane" < Lasher.Diane@epa.gov >, "Glazier, Kelly" < Glazier.Kelly@epa.gov >, "Wilson, Jessica" < Wilson.Jessica@epa.gov >, "Rivera, Carlos R." < Rivera.Carlos R.@epa.gov >, "Jefferson, Gayle" < Jefferson.Gayle@epa.gov >, "Collard, Erin" < Collard.Erin@epa.gov >, "Stewart, Neil" < Stewart.Neil@epa.gov >, OARM-OA-HQ-OB < OARM-OA-HQ-OB@epa.gov >

Subject: RE: Acoustical Solutions (Administrator's Booth

Hi Jordan, We have access into the Administrator's suite on Friday, Oct 20, 2017. Please let me know if that date will work for you and your team. If so, we will need the following: Driver and staff name etc., vehicle information, and timeframe we can expect you. Thanks.

From: Wilson, SeVera

Sent: Tuesday, October 17, 2017 7:34 AM

**To:** 'Moran, Jordan' < jmoran@acousticalsolutions.com'>; Neill, Charles < Neill. Charles@epa.gov>

Cc: Lasher, Diane < Lasher.Diane@epa.gov >; Glazier, Kelly < Glazier.Kelly@epa.gov >; Wilson, Jessica < Wilson.Jessica@epa.gov >; Rivera, Carlos R. < Rivera.CarlosR@epa.gov >; Jefferson, Gayle < Jefferson.Gayle@epa.gov >; Collard, Erin < Collard.Erin@epa.gov >; Stewart, Neil < Stewart.Neil@epa.gov >; OARM-OA-HQ-OB < OARM-OA-HQ-OB@epa.gov >

Subject: RE: Acoustical Solutions (Administrator's Booth

Good Morning Jordan, I am working on getting a date for access into the Administrator's suite. Please stay tuned. Thanks

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

**Sent:** Wednesday, October 11, 2017 2:45 PM **To:** Neill, Charles < Neill. Charles @epa.gov>

**Cc:** Lasher, Diane < <u>Lasher.Diane@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Wilson, Jessica < <u>Wilson.Jessica@epa.gov</u>>; Rivera, Carlos R. < <u>Rivera.Carlos R@epa.gov</u>>;

Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth)

Good Afternoon All,

I am awaiting to hear on the exact delivery date. Once I have confirmation I will pass this on and schedule accordingly.

In regards to the testing;

Due to my master's degree in acoustics and experience as an acoustic consultant, we can offer testing and analysis services. We have the correct equipment (a calibrated class 1 sound level meter).

Using this equipment we will be able to characterize the amount of noise reduction the booth is providing.

However, there are no ASTM standards for the in-situ measurement of the performance of an enclosure/booth.

As such we will be conducting measurements in line with ISO (international standards), but no single standard will be fully adhered to.

This should allow a measurement which can gauge the amount of noise reduction relative to the expected amount.

I'll be in touch soon.

### Best Regards,

#### **Jordan Moran**

**Engineering Manager** 

Direct: (804)-349-0050

Mobile: (804)-366-4245

Email: jmoran@acousticalsolutions.com

### <image001.jpg>

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From: Neill, Charles [mailto:Neill.Charles@epa.gov]

Sent: Wednesday, October 11, 2017 12:53 PM

To: Moran, Jordan < imoran@acousticalsolutions.com>

Cc: Lasher, Diane <<u>Lasher.Diane@epa.gov</u>>; Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>;

Wilson, Jessica < Wilson, Jessica @epa.gov >; Rivera, Carlos R. < Rivera. Carlos R. (@epa.gov >;

Wilson, SeVera < Wilson. SeVera@epa.gov>

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

Importance: High

Jordan,

Yes, please move forward with your suggested course of action.

Please coordinate with SeVera Wilson, Diane Lasher and the CO, Jessica Wilson when you plan to install the lock and test the booth for sound. Reply to all with your response since this is time sensitive.

In addition, bring any technical equipment (decibel meter) that you may use to verify the noise level emanating from the booth.

Thank you,

Charles Neill
U.S. Environmental Protection Agency
Office of Administration and Resources Management
Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

**Sent:** Thursday, October 05, 2017 4:44 PM **To:** Wilson, Jessica < <u>Wilson, Jessica@epa.gov</u>> **Cc:** Neill, Charles < Neill, Charles@epa.gov>

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

Good Morning,

I reviewed the documentation. The error with the lockset came during the drawing stage.

The proposal included a lockable lockset, however the drawings with the proposal did not include this detail, they called for a push/pull handle.

Once the order was placed, the drawings became the basis for manufacturer, and the second lot of drawings which we issued for your approval included a push/pull handle.

As such this difference from the proposal was approved by the administration, when it approved these manufacturing drawings.

However, in the spirit of cooperation I have placed an order for the appropriate lockset and will be dispatching an installer to fit it as soon as it arrives.

According to our supplier, it should arrive by the end of next week. So, I would anticipate installation on the week of October 16<sup>th</sup>.

We will provide this service without adjustment to the current PO value.

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

We can review this when we come to site regarding the lock. If necessary we can provide testing to ascertain that the booth performs to the agreed NIC50.

Please confirm this is an acceptable course of action.

Best Regards,

Jordan Moran

**Engineering Manager** 

**Direct**: (804)-349-0050

Mobile: (804)-366-4245

Email: jmoran@acousticalsolutions.com

### <image001.jpg>

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From: Wilson, Jessica [mailto:Wilson.Jessica@epa.gov]

Sent: Thursday, October 5, 2017 11:16 AM

To: Moran, Jordan < imoran@acousticalsolutions.com >

Cc: Neill, Charles < Neill. Charles@epa.gov >

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

Importance: High

Good day Jordan,

Our EPA, contract Level COR has received the booth and has inspected the booth. | Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

As soon as possible please provide myself, the Contracting Office and the EPA Level COR know at your earliest possible time when your company will address these concerns for correction.

Thank you Kindly,

Jessica V. Wilson

**Contracting Officer** 

### **U.S. Environmental Protection Agency**

#### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

To: Glazier, Kelly[Glazier.Kelly@epa.gov]; Lasher, Diane[Lasher.Diane@epa.gov]

Cc: Applestein, Brian[Applestein.Brian@epa.gov]

From: Neill, Charles

Sent: Thur 10/5/2017 3:21:20 PM

**Subject:** FW: Acoustical Solutions (Administrator's Booth)

**FYI** 

Charles Neill U.S. Environmental Protection Agency Office of Administration and Resources Management Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Wilson, Jessica

Sent: Thursday, October 05, 2017 11:16 AM **To:** Jordan Moran < im@acousticalsolutions.com> Cc: Neill, Charles < Neill. Charles@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth)

Importance: High

Good day Jordan,

Our EPA, contract Level COR has received the booth and has inspected the booth. [Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

As soon as possible please provide myself, the Contracting Office and the EPA Level COR know at your earliest possible time when your company will address these concerns for correction.

Thank you Kindly,

Jessica V. Wilson

**Contracting Officer** 

### **U.S. Environmental Protection Agency**

#### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

**To:** Neill, Charles[Neill.Charles@epa.gov]; Lasher, Diane[Lasher.Diane@epa.gov]; Wilson, SeVera[Wilson.SeVera@epa.gov]

Cc: Wilson, SeVera[Wilson.SeVera@epa.gov]; Glazier, Kelly[Glazier.Kelly@epa.gov]; Rivera,

Carlos R.[Rivera.CarlosR@epa.gov]; Jefferson, Gayle[Jefferson.Gayle@epa.gov]; Collard,

Erin[Collard.Erin@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]; OARM-OA-HQ-OB[OARM-OA-HQ-OB]

OB@epa.gov]; Brown, Rayna[brown.rayna@epa.gov]

From: Wilson, Jessica

**Sent:** Tue 10/24/2017 2:08:33 PM

Subject: RE: Acoustical Solutions (Administrator's Booth

Good morning Friday works for me. Preferably between 9 and 2. Please note I am including Rayna Brown, Service Center Manager on this email correspondences as she would like to attend.

Thankyou,

Jessica V. Wilson

Contracting Officer

### **U.S. Environmental Protection Agency**

#### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #61178

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

From: Neill, Charles

Sent: Tuesday, October 24, 2017 9:22 AM

**To:** Lasher, Diane <Lasher, Diane@epa.gov>; Wilson, SeVera <Wilson.SeVera@epa.gov>;

Wilson, Jessica < Wilson. Jessica@epa.gov>

**Cc:** Wilson, SeVera <Wilson.SeVera@epa.gov>; Glazier, Kelly <Glazier.Kelly@epa.gov>; Rivera, Carlos R. <Rivera.Carlos R@epa.gov>; Jefferson, Gayle <Jefferson.Gayle@epa.gov>; Collard, Erin <Collard.Erin@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>; OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth

Diane,

Friday works for me.

Charles Neill
U.S. Environmental Protection Agency
Office of Administration and Resources Management
Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Lasher, Diane

Sent: Monday, October 23, 2017 6:16 PM

**To:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Neill, Charles < <u>Neill.Charles@epa.gov</u>>;

Wilson, Jessica < Wilson. Jessica@epa.gov>

Cc: Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Glazier, Kelly < <u>Glazier.Kelly@epa.gov</u>>; Rivera, Carlos R. < <u>Rivera.Carlos R@epa.gov</u>>; Jefferson, Gayle < <u>Jefferson.Gayle@epa.gov</u>>; Collard, Erin < <u>Collard.Erin@epa.gov</u>>; Stewart, Neil < <u>Stewart.Neil@epa.gov</u>>; OARM-OA-

HQ-OB < OARM-OA-HQ-OB@epa.gov>

Subject: Re: Acoustical Solutions (Administrator's Booth

SeVera

Has a time been scheduled for Acoustical Solutions to come in?

Charles and Jessica are their any days/times you are not available?

I have a meeting Thu from 8:15 am to 1:15pm I would like to attend, if possible.

Diane K.Lasher

NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy

Fax: 202-565-2028

On Oct 19, 2017, at 7:55 AM, Woodward, Cheryl < Woodward. Cheryl@epa.gov > wrote:

Good morning All,

For the work next week, Friday October 27, 8 am -3:00 pm is open. Monday is open, but if I understand the email below after Wednesday is position. Please advise if this will work for you.

From: Wilson, SeVera

Sent: Wednesday, October 18, 2017 12:24 PM

To: Moran, Jordan < jmoran@acousticalsolutions.com >; Neill, Charles

< Neill. Charles@epa.gov >; Woodward, Cheryl < Woodward. Cheryl@epa.gov >

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Glazier, Kelly < Glazier. Kelly@epa.gov >; Wilson, Jessica < Wilson. Jessica@epa.gov >; Rivera, Carlos R. < Rivera. Carlos R. @epa.gov >; Jefferson, Gayle < Jefferson. Gayle@epa.gov >; Collard, Erin < Collard. Erin@epa.gov >;

Stewart, Neil <Stewart.Neil@epa.gov>; OARM-OA-HQ-OB <OARM-OA-HQ-

OB@epa.gov>

| Subject: RE: Acoustical Solutions (Administrator's Booth   |
|--|
| Afternoon, I am waiting to hear back from the Administrator's office. Thanks.  |
| From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]  Sent: Tuesday, October 17, 2017 8:05 PM  To: Wilson, SeVera < Wilson.SeVera@epa.gov >; Neill, Charles < Neill.Charles@epa.gov > Cc: Lasher, Diane < Lasher.Diane@epa.gov >; Glazier, Kelly < Glazier.Kelly@epa.gov >; Wilson, Jessica < Wilson.Jessica@epa.gov >; Rivera, Carlos R. < Rivera.Carlos R. @epa.gov >; Jefferson, Gayle < Jefferson.Gayle@epa.gov >; Collard, Erin < Collard.Erin@epa.gov >; Stewart, Neil < Stewart.Neil@epa.gov >; OARM-OA-HQ-OB < OARM-OA-HQ-OB @epa.gov > |
| Subject: Re: Acoustical Solutions (Administrator's Booth   |
| Unfortunately im scheduled to be in NYC friday.  |
| What is avaliblity like next week?   |
| Is out of hours a possibility?   |
| I am in Texas wednesday. But the rest of the week is free  |
| Best regards,  |
| Jordan   |
|  |

----- Original message ------

From: "Wilson, SeVera" < Wilson.SeVera@epa.gov>

Date: 10/17/17 2:27 PM (GMT-05:00)

To: "Moran, Jordan" < imoran@acousticalsolutions.com >, "Neill, Charles" < Neill.Charles@epa.gov >, "Wilson, SeVera" < Wilson.SeVera@epa.gov >

Cc: "Lasher, Diane" <<u>Lasher.Diane@epa.gov</u>>, "Glazier, Kelly" <<u>Glazier.Kelly@epa.gov</u>>, "Wilson, Jessica" <<u>Wilson.Jessica@epa.gov</u>>, "Rivera, Carlos R." <<u>Rivera.CarlosR@epa.gov</u>>, "Jefferson, Gayle" <<u>Jefferson.Gayle@epa.gov</u>>, "Collard, Erin" <<u>Collard.Erin@epa.gov</u>>, "Stewart, Neil" <Stewart.Neil@epa.gov>, OARM-OA-HQ-OB <OARM-OA-HQ-OB@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth

Hi Jordan, We have access into the Administrator's suite on Friday, Oct 20, 2017. Please let me know if that date will work for you and your team. If so, we will need the following: Driver and staff name etc., vehicle information, and timeframe we can expect you. Thanks.

From: Wilson, SeVera

Sent: Tuesday, October 17, 2017 7:34 AM

**To:** 'Moran, Jordan' <jmoran@acousticalsolutions.com'>; Neill, Charles <Neill.Charles@epa.gov>

Cc: Lasher, Diane <<u>Lasher.Diane@epa.gov</u>>; Glazier, Kelly <<u>Glazier.Kelly@epa.gov</u>>; Wilson, Jessica <<u>Wilson.Jessica@epa.gov</u>>; Rivera, Carlos R. <<u>Rivera.CarlosR@epa.gov</u>>; Jefferson, Gayle <<u>Jefferson.Gayle@epa.gov</u>>; Collard, Erin <<u>Collard.Erin@epa.gov</u>>; Stewart, Neil <<u>Stewart.Neil@epa.gov</u>>; OARM-OA-HQ-OB <<u>OARM-OA-HQ-OB@epa.gov</u>>

Subject: RE: Acoustical Solutions (Administrator's Booth

Good Morning Jordan, I am working on getting a date for access into the Administrator's suite. Please stay tuned. Thanks

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

**Sent:** Wednesday, October 11, 2017 2:45 PM **To:** Neill, Charles < Neill. Charles @epa.gov >

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Glazier, Kelly < Glazier. Kelly@epa.gov >; Wilson, Jessica < Wilson. Jessica@epa.gov >; Rivera, Carlos R. < Rivera. Carlos R. @epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

Good Afternoon All,

I am awaiting to hear on the exact delivery date. Once I have confirmation I will pass this on and schedule accordingly.

In regards to the testing;

Due to my master's degree in acoustics and experience as an acoustic consultant, we can offer testing and analysis services. We have the correct equipment (a calibrated class 1 sound level meter).

Using this equipment we will be able to characterize the amount of noise reduction the booth is providing.

However, there are no ASTM standards for the in-situ measurement of the performance of an enclosure/booth.

As such we will be conducting measurements in line with ISO (international standards), but no single standard will be fully adhered to.

This should allow a measurement which can gauge the amount of noise reduction relative to the expected amount.

I'll be in touch soon.

Best Regards,

### Jordan Moran

Engineering Manager

Direct: (804)-349-0050

Mobile: Ex. 6 - Personal Privacy

Email: jmoran@acousticalsolutions.com

### <image001.jpg>

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From: Neill, Charles [mailto:Neill.Charles@epa.gov]

Sent: Wednesday, October 11, 2017 12:53 PM

**To:** Moran, Jordan < <u>imoran@acousticalsolutions.com</u>>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Glazier, Kelly < Glazier. Kelly@epa.gov >; Wilson, Jessica < Wilson. Jessica@epa.gov >; Rivera, Carlos R. < Rivera. Carlos R. @epa.gov >;

Wilson, SeVera < Wilson. SeVera@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth)

**Importance:** High

Jordan,

Yes, please move forward with your suggested course of action.

Please coordinate with SeVera Wilson, Diane Lasher and the CO, Jessica Wilson when you plan to install the lock and test the booth for sound. Reply to all with your response since this is time sensitive.

In addition, bring any technical equipment (decibel meter) that you may use to verify the noise level emanating from the booth.

### Thank you,

Charles Neill
U.S. Environmental Protection Agency
Office of Administration and Resources Management
Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Thursday, October 05, 2017 4:44 PM

To: Wilson, Jessica < Wilson, Jessica@epa.gov >
Cc: Neill, Charles < Neill. Charles@epa.gov >

Subject: RE: Acoustical Solutions (Administrator's Booth)

Good Morning,

I reviewed the documentation. The error with the lockset came during the drawing stage.

The proposal included a lockable lockset, however the drawings with the proposal did not include this detail, they called for a push/pull handle.

Once the order was placed, the drawings became the basis for manufacturer, and the second lot of drawings which we issued for your approval included a push/pull handle.

As such this difference from the proposal was approved by the administration, when it approved these manufacturing drawings.

However, in the spirit of cooperation I have placed an order for the appropriate lockset and will be dispatching an installer to fit it as soon as it arrives.

According to our supplier, it should arrive by the end of next week. So, I would anticipate installation on the week of October 16<sup>th</sup>.

We will provide this service without adjustment to the current PO value.

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

We can review this when we come to site regarding the lock. If necessary we can provide testing to ascertain that the booth performs to the agreed NIC50.

Please confirm this is an acceptable course of action.

Best Regards,

### Jordan Moran

**Engineering Manager** 

Direct: (804)-349-0050

Mobile: (804)-366-4245

Email: imoran@acousticalsolutions.com

### <image001.jpg>

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information is prohibited. If this communication was sent to you in error, please notify the sender immediately by reply e-mail or telephone and destroy all copies of the message and any attachments. Thank you for your cooperation.

From: Wilson, Jessica [mailto:Wilson.Jessica@epa.gov]

Sent: Thursday, October 5, 2017 11:16 AM

To: Moran, Jordan < imoran@acousticalsolutions.com >

Cc: Neill, Charles < Neill. Charles @epa.gov >

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

**Importance:** High

Good day Jordan,

Our EPA, contract Level COR has received the booth and has inspected the booth. [Ex. 5 - Deliberative Proc

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

As soon as possible please provide myself, the Contracting Office and the EPA Level COR know at your earliest possible time when your company will address these concerns for correction.

Thank you Kindly,

## Jessica V. Wilson

## **Contracting Officer**

## **U.S. Environmental Protection Agency**

## OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

**To:** Rivera, Carlos R.[Rivera.Carlos R@epa.gov]

From: Glazier, Kelly

**Sent:** Tue 10/17/2017 1:43:43 AM

Subject: FW: Secure booth

In Charles' absence, I think Diane L needs to take for action...

From: Wilson, Jessica

**Sent:** Monday, October 16, 2017 2:37 PM **To:** Glazier, Kelly <a href="mailto:Kelly@epa.gov">Glazier.Kelly@epa.gov</a>

**Cc:** Wilson, SeVera < Wilson. SeVera@epa.gov>; Neill, Charles < Neill. Charles@epa.gov>; Bellerose, William < Bellerose. William@epa.gov>; Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Secure booth

Hello all I do intend to be present at the meeting along with my manager, please confirm the date, day and time.

Thank you,

Jessica V. Wilson

**Contracting Officer** 

## **U.S. Environmental Protection Agency**

#### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #61178

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

From: Glazier, Kelly

**Sent:** Monday, October 16, 2017 11:43 AM **To:** Wilson, Jessica < <u>Wilson, Jessica@epa.gov</u>>

**Cc:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Neill, Charles < <u>Neill.Charles@epa.gov</u>>; Bellerose, William < <u>Bellerose.William@epa.gov</u>>; Lasher, Diane < <u>Lasher.Diane@epa.gov</u>>

Subject: FW: Secure booth

Jessica,

I would think that you might want to be present as well. Also, when AS does come, we'll need them to demonstrate that the booth meets the specifications they represented. Do you know if we can have them use some kind of technological instrument to demonstrate the sound attenuation, or if they'll just do a casual voice test?

Thanks.

Kelly

From: Bellerose, William

**Sent:** Monday, October 16, 2017 11:33 AM

**To:** Neill, Charles < Neill. Charles @epa.gov >; Lasher, Diane < Lasher. Diane @epa.gov >

Cc: OARM-OA-HQ-OB < OARM-OA-HQ-OB@epa.gov>; Glazier, Kelly

<<u>Glazier.Kelly@epa.gov</u>>; Jefferson, Gayle <<u>Jefferson.Gayle@epa.gov</u>>; Perrotta, Pasquale <<u>Perrotta.Pasquale@epa.gov</u>>; Wilson, SeVera <<u>Wilson.SeVera@epa.gov</u>>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Subject: Secure booth

Charles/Diane,

Please let us know when Acoustical Solutions will be coming back out to work on the secure booth. We will need to work with the Administrator's Office to confirm a date and time when the work can be performed.

Thank you,

William "Bill" Bellerose

Security Specialist

Headquarters Operations Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Chmielewski, Kevin[chmielewski.kevin@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]

From: Perrotta, Pasquale

Sent: Fri 5/12/2017 2:29:33 PM

Subject: Fwd: Lock Bio Metrics

Read below.

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail | Perrotta.Pasquale@epa.gov | www.epa.gov C: +1 202 263 9115



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Help EPA fight pollution. Report environmental violations at http://www.epa.gov/tips

Sent from my iPhone

Begin forwarded message:

From: < Perrotta.Pasquale@epa.gov > Date: May 12, 2017 at 8:29:10 AM MDT

Γο: Ex. 6 and 7(C)

Cc: Ryan Jackson < jackson.ryan@epa.gov >, Michelle Hale < hale.michelle@epa.gov >

**Subject: Lock Bio Metrics** 

Jim

Please ask Ryan who he wants programmed for the locks to the office of the Administrator.

My recommendation Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Let me know in writing thanks!

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail | Perrotta.Pasquale@epa.gov | www.epa.gov C: +1 202 263 9115



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Help EPA fight pollution. Report environmental violations at http://www.epa.gov/tips

Sent from my iPhone

To: Jenkins, Donna[Jenkins.Donna@epa.gov]

Cc: Stewart, Neil[Stewart.Neil@epa.gov]; Turner, Preston[Turner.Preston@epa.gov]; Stewart,

JamesL[Stewart.JamesL@epa.gov]

From: Bellerose, William
Sent: Fri 4/7/2017 8:16:49 PM
Subject: Administrator's Lock quote

E228 EPA Bio Admin lock with readerv1.pdf

Donna,

Here's the quote for the new locks for the Administrator's Office. Please call Don Pollack at Ex. 6 - Personal Privacy for payment.

Thank you,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

**To:** Woodward, Cheryl[Woodward.Cheryl@epa.gov]; Moran,

Jordan[jmoran@acousticalsolutions.com]

Cc: Lasher, Diane[Lasher.Diane@epa.gov]; Stewart, Neil[Stewart.Neil@epa.gov]

From: Wilson, SeVera

**Sent:** Fri 11/3/2017 1:58:12 PM **Subject:** RE: Lock install - TODAY

Thank you.

From: Woodward, Cheryl

Sent: Wednesday, November 01, 2017 10:52 AM

To: Moran, Jordan <jmoran@acousticalsolutions.com>; Wilson, SeVera

<Wilson.SeVera@epa.gov>

Cc: Lasher, Diane <Lasher.Diane@epa.gov>; Stewart, Neil <Stewart.Neil@epa.gov>

Subject: RE: Lock install - TODAY

Security approved parking on Thursday, Nov. 9 at 8 am appointment to the Administrator's office.

Vehicles cleared to park in the building's courtyard which can be accessed from the SW corner of Pennsylvania Ave and 12th Street NW. The driveway is marked by a guard booth on 12th Street just south of Pennsylvania Avenue.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Wednesday, November 1, 2017 8:57 AM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >

Subject: RE: Lock install - TODAY

Good Morning,

Truck details:

Ex. 6 - Personal Privacy

Look forward to seeing you,

Jordan

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Tuesday, October 31, 2017 10:48 AM

To: Woodward, Cheryl < Woodward, Cheryl@epa.gov>; Moran, Jordan

<imoran@acousticalsolutions.com>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >

Subject: RE: Lock install - TODAY

Thanks Cheryl. You are the best!!!

From: Woodward, Cheryl

Sent: Tuesday, October 31, 2017 10:44 AM

**To:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Moran, Jordan

<jmoran@acousticalsolutions.com>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Please Jordan give us your Make/Model/Color/Tag of vehicle to be driven. Will forward to Security if you want me to SeVera.

POC: Cheryl Woodward 202-564-1274

From: Wilson, SeVera

Sent: Tuesday, October 31, 2017 10:42 AM

To: Moran, Jordan < <u>imoran@acousticalsolutions.com</u>>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Cheryl/Diane, I am not here on Thursday Nov 9<sup>th</sup>, so will you all please leave your numbers here so Jordan or his crew can call you all? Jordan, will they need parking in the courtyard?

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Tuesday, October 31, 2017 10:34 AM

**To:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Bright and early, 8am

ΙМ

From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Tuesday, October 31, 2017 5:47 AM

**To:** Moran, Jordan < imoran@acousticalsolutions.com >; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Good Morning Jordan. What time are you coming on the 9<sup>th</sup>? Thanks.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Monday, October 30, 2017 5:05 PM

To: Woodward, Cheryl < Woodward. Cheryl@epa.gov >; Wilson, SeVera

< Wilson. SeVera@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >

Subject: RE: Lock install - TODAY

Apologies all,

I miss typed, I meant to say the 9th!

Are we ok for the same times on this date?

Jordan

From: Woodward, Cheryl [mailto:Woodward.Cheryl@epa.gov]

Sent: Monday, October 30, 2017 4:23 PM

To: Moran, Jordan < jmoran@acousticalsolutions.com >; Wilson, SeVera

< Wilson. SeVera@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Mr. Jordan 8 am - 4 pm is available for entry to the Administrator's office on Wednesday, Nov. 8.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Monday, October 30, 2017 4:13 PM

To: Wilson, SeVera < Wilson, SeVera@epa.gov>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >

Subject: RE: Lock install - TODAY

Good Afternoon,

We would like go on the 8th of Nov.

What time are you thinking?

Best Regards,

## Jordan Moran

**Engineering Manager** 

Direct: (804)-349-0050

Mobile: (804)-366-4245

Email: jmoran@acousticalsolutions.com



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From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Thursday, October 26, 2017 6:02 AM

To: Woodward, Cheryl < Woodward. Cheryl @epa.gov >; Moran, Jordan

<imoran@acousticalsolutions.com>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >

Subject: RE: Lock install - TODAY

Thank you Cheryl. We are waiting to heard back from Jordan.

From: Woodward, Cheryl

Sent: Wednesday, October 25, 2017 5:20 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov >; Moran, Jordan

<jmoran@acousticalsolutions.com>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Hey guys my multi-tasking requires me to correct our dates.

Wednesday or Thursday because Friday is the Holiday.

Therefore its 8<sup>th</sup> or 9<sup>th</sup> and 10<sup>th</sup> is the Holiday. Verified the calendar and the Administrator's travel schedule for that week.

From: Wilson, SeVera

Sent: Wednesday, October 25, 2017 4:46 PM

To: Moran, Jordan <imoran@acousticalsolutions.com>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Hi Jordan, The next available date is Nov 9 or 10. Please let us know which date is best for you all? Thanks.

From: Wilson, SeVera

Sent: Wednesday, October 25, 2017 1:27 PM

To: 'Moran, Jordan' < imoran@acousticalsolutions.com >; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Jordan, Please cancel your crew for coming out tomorrow. Thanks.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Wednesday, October 25, 2017 1:02 PM

**To:** Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >

Subject: Re: Lock install - TODAY

Based on Cheryls email I have Chris lined up for Thursday the 26th at 4pm.

Best regards,

Jordan

----- Original message -----

From: "Wilson, SeVera" < Wilson.SeVera@epa.gov>

Date: 10/25/17 11:58 AM (GMT-06:00)

To: "Woodward, Cheryl" < Woodward. Cheryl@epa.gov>, "Moran, Jordan"

<imoran@acousticalsolutions.com>

Cc: "Lasher, Diane" < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

Jordan, Please provide us with when you are planning to come? We have been going back and forward with several dates.

From: Woodward, Cheryl

Sent: Tuesday, October 24, 2017 12:49 PM

To: Moran, Jordan < imoran@acousticalsolutions.com >; Wilson, SeVera

< Wilson. Se Vera@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: RE: Lock install - TODAY

That will work for me at the Administrator office.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Tuesday, October 24, 2017 12:46 PM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>; Woodward, Cheryl

< Woodward. Cheryl@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: Re: Lock install - TODAY

I should say that we can do thursday at 4pm

Jordan

| Original message   |
|--|
| From: "Moran, Jordan" < jmoran@acousticalsolutions.com >   |
| Date: 10/24/17 12:43 PM (GMT-05:00)  |
| To: "Wilson, SeVera" < <u>Wilson.SeVera@epa.gov</u> >, "Woodward, Cheryl" < <u>Woodward.Cheryl@epa.gov</u> > |
| Cc: "Lasher, Diane" < Lasher.Diane@epa.gov>  |
| Subject: Re: Lock install - TODAY  |
| The installers definitely cannot do friday.  |
| Or wgere you refering to thursday?   |
| Jordan   |
| Sent from my Verizon, Samsung Galaxy smartphone  |
| Original message   |
| From: "Wilson, SeVera" < <u>Wilson.SeVera@epa.gov</u> >  |

Sent from my Verizon, Samsung Galaxy smartphone

Date: 10/24/17 12:23 PM (GMT-05:00)

To: "Woodward, Cheryl" < Woodward. Cheryl@epa.gov>

Cc: "Moran, Jordan" < imoran@acousticalsolutions.com >, "Lasher, Diane"

<<u>Lasher.Diane@epa.gov</u>>

Subject: Re: Lock install - TODAY

Jordan, Can you confirm your guys can come on Friday? Thanks!

SeVera Wilson

Headquarters Operations Branch

Cell: (202) 437-7318

Office: (202) 564-0097

Email: Wilson.severa@epa.gov

On Oct 24, 2017, at 8:02 AM, Woodward, Cheryl < Woodward. Cheryl@epa.gov > wrote:

2-2:45 pm out of the office for an appointment. Leave for travel at 4 pm on Thursday, October 26.

From: Wilson, SeVera

Sent: Tuesday, October 24, 2017 6:49 AM

To: Moran, Jordan < imoran@acousticalsolutions.com>

Cc: Lasher, Diane < Lasher. Diane@epa.gov >; Woodward, Cheryl

<<u>Woodward.Cheryl@epa.gov</u>>

Subject: RE: Lock install - TODAY

What time on Thursday? Cheryl???

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Tuesday, October 24, 2017 6:46 AM

To: Wilson, SeVera < Wilson. SeVera@epa.gov>

Cc: Lasher, Diane < Lasher. Diane@epa.gov>

Subject: Re: Lock install - TODAY

I thought that might be the case, but i had to try.

If we can do out of hours, we believe we can do Thursday evening

Best regards,

Jordan

----- Original message -----

From: "Wilson, SeVera" < Wilson.SeVera@epa.gov>

Date: 10/24/17 6:44 AM (GMT-05:00)

To: "Moran, Jordan" < imoran@acousticalsolutions.com>

Cc: "Lasher, Diane" < Lasher.Diane@epa.gov>

Subject: RE: Lock install - TODAY

Hi Jordan, We can't schedule the day of. Please provide us with additional days. Will a weekend work better for you all? Thanks.

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

**Sent:** Monday, October 23, 2017 10:14 AM **To:** Wilson, SeVera < <u>Wilson, SeVera@epa.gov</u>>

Subject: Lock install - TODAY

Morning SeVera,

I just left you a message but I wanted to follow up with an email.

Our installer has availability TODAY (10/23) @ 2pm. Same crew as last time, so hopefully security still have us on file.

They cannot however, do Friday which was our alternative. I really don't want to push this out any further.

I know it's super last minute, I'm as frustrated as you.

Please let me know,

### Jordan Moran

**Engineering Manager** 

Direct: (804)-349-0050

Mobile: (804)-366-4245

Email: jmoran@acousticalsolutions.com

## <image001.jpg>

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To: Applestein, Brian[Applestein.Brian@epa.gov]; Habina, Richard[habina.richard@epa.gov];

Tanner, Thomas[tanner.thomas@epa.gov]

From: Lasher, Diane

**Sent:** Mon 9/25/2017 10:37:15 AM

Subject: Booth

D-62700-104-B 40A SERIES INSTALLATION.pdf

AcoSol -Privacy Booth DC- RevB.pdf

AcoSol -Privacy Booth DC.pdf

Attached is the information on the Administrator's Booth. We need to start to complete the accreditation paperwork for the booth and an SOP which I think Brain already started. He is going to have a STE in the booth. We need to do the paperwork to ensure it gets done. The booth may be delivered Oct 4.

Please have the paperwork and draft accreditation memo completed by this Friday. I am working with Facilities for us to go up and look at the room. We need to get approval to go up there.

Diane K. Lasher

NSI Program Team Leader/SSO

US Environmental Protection Agency

Security Management Division

Personnel Security Branch

Office: 202-564-0059

Cell: Ex. 6 - Personal Privacy

Fax: 202-565-2028

**To:** Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]

**Cc:** Su, Wendy[su.wendy@epa.gov]; Caldwell, James[Caldwell.James@epa.gov]

From: Bellerose, William

**Sent:** Wed 6/14/2017 1:42:23 AM

Subject: Re: Biometric lock

Copy.

Sent from my iPhone

On Jun 13, 2017, at 8:38 PM, Perrotta, Pasquale < Perrotta. Pasquale@epa.gov > wrote:

Hold brother hold

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail | Perrotta.Pasquale@epa.gov | www.epa.gov C: +1 202 263 9115

<image001.png>

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On Jun 13, 2017, at 5:50 PM, Bellerose, William < Bellerose. William @epa.gov > wrote:

Nino.

Do you want me to move forward with getting the last biometric lock for the Administrator's Office?

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Personal Privacy / Ex. 6

To: Perrotta, Pasquale[Perrotta.Pasquale@epa.gov]

Cc: Ex. 6 and 7(C)

From: Bellerose, William

**Sent:** Tue 6/13/2017 9:50:24 PM

Subject: Biometric lock

Nino,

Do you want me to move forward with getting the last biometric lock for the Administrator's Office?

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Ex. 6 and 7(C)

From: Perrotta, Pasquale

Sent: Fri 5/12/2017 3:45:11 PM

Subject: Re: Lock Bio Metrics

Not acceptable

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail | Perrotta.Pasquale@epa.gov | www.epa.gov C: +1 202 263 9115



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Sent from my iPhone

On May 12, 2017, at 9:12 AM, **Ex. 6 and 7(C)** wrote:

Just spoke with Ryan - briefly - was on his way to a meeting.

He understands - but added he thought there might be a lot of names on that list.

NOTE: Didn't Bellerose tell us the bio metrics system had a max user capacity of 20?

Ex. 6 and 7(C) | Special Agent
U.S. Environmental Protection Agency
Protective Services Detail

## Ex. 6 and 7(C)

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Sent from my iPhone

On May 12, 2017, at 10:29 AM, Perrotta, Pasquale < Perrotta. Pasquale@epa.gov > wrote:

## Ex. 6 and 7(C)

Please ask Ryan who he wants programmed for the locks to the office of the Administrator. My recommendation Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Let me know in writing thanks!

V/r,

Nino Perrotta | Acting Special Agent in Charge U.S. Environmental Protection Agency | Protective Service Detail | Perrotta.Pasquale@epa.gov | www.epa.gov

C: +1 202 263 9115



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Help EPA fight pollution. Report environmental violations at http://www.epa.gov/tips

Sent from my iPhone

**To:** Davis-Ray, Bernie[Davis-Ray.Bernie@epa.gov]

From: Stewart, Neil

**Sent:** Fri 6/2/2017 8:43:41 PM **Subject:** FW: Biometric lock update

Bernie,

Please add this to the weekly

From: Bellerose, William

Sent: Friday, June 02, 2017 4:28 PM

To: Stewart, Neil <Stewart.Neil@epa.gov>

Subject: Biometric lock update

Neil,

I added five more users to the Administrator's biometric locks today. The five were all political appointees from his team. The total number of people programmed for his locks is 23, which includes me as an Administrator.

V/r,

William "Bill" Bellerose

Security Specialist

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

Sent: Tue 5/16/2017 6:03:46 PM Subject: RE: Administrator's Biometric lock Thank you From: Bellerose, William **Sent:** Tuesday, May 16, 2017 12:32 PM To: Stewart, Neil < Stewart. Neil@epa.gov> Cc: Jefferson, Gayle < Jefferson. Gayle@epa.gov>; Sterling, Sherry < Sterling. Sherry@epa.gov> **Subject:** Administrator's Biometric lock Neil, Just an update on the programming for the Administrator's biometric lock. I programmed Michelle Hale, Cheryl Woodward, Nino Perrotta, Ex. 6 and 7(C) Ex. 6 and 7(C) and the Administrator for the lock. I still have the Chief of Staff and three special agents to program. I'll be able to get with them this afternoon. I've programmed all of the users above for fingerprint and PIN number. However, Administrator Pruitt only wanted to have his fingerprints programmed for the lock. Going forward, once more locks are added I won't have to capture their information again, I'll only need to upload the stored information that I have to the lock. V/r, William "Bill" Bellerose Security Specialist

Bellerose, William[bellerose.william@epa.gov]

To:

From:

Stewart, Neil

Headquarters Service Branch

Facilities Management and Services Division

Desk: (202) 566-2191

Cell: Ex. 6 - Personal Privacy

To: Wilson, Jessica[Wilson.Jessica@epa.gov]

From: Neill, Charles

**Sent:** Tue 10/10/2017 1:46:04 PM

Subject: RE: Acoustical Solutions (Administrator's Booth)

Jessica,

I'm working with my SME to determine next steps. I'll give you an update once I have one.

Thanks,

Charles Neill
U.S. Environmental Protection Agency
Office of Administration and Resources Management
Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Wilson, Jessica

**Sent:** Tuesday, October 10, 2017 9:41 AM **To:** Neill, Charles < Neill. Charles @epa.gov >

Subject: FW: Acoustical Solutions (Administrator's Booth)

Good Morning Neil please confirm you are ok with the vendor's approach to rectify the concerns brought to our attention. If you are ok with these actions please let me know and I will communicate our concurrence with Jordan with Accountical Solutions.

Thank you,

However, in the spirit of cooperation I have placed an order for the appropriate lockset and will be dispatching an installer to fit it as soon as it arrives.

According to our supplier, it should arrive by the end of next week. So, I would anticipate installation on the week of October 16<sup>th</sup>.

We will provide this service without adjustment to the current PO value.

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

We can review this when we come to site regarding the lock. If necessary we can provide testing to ascertain that the booth performs to the agreed NIC50.

Please confirm this is an acceptable course of action.

Jessica V. Wilson

**Contracting Officer** 

**U.S. Environmental Protection Agency** 

OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

From: Moran, Jordan [mailto:jmoran@acousticalsolutions.com]

Sent: Thursday, October 05, 2017 4:44 PM
To: Wilson, Jessica < <u>Wilson, Jessica@epa.gov</u>>
Co: Neill, Charles < <u>Neill, Charles@epa.gov</u>>

Subject: RE: Acoustical Solutions (Administrator's Booth)

Good Morning,

I reviewed the documentation. The error with the lockset came during the drawing stage.

The proposal included a lockable lockset, however the drawings with the proposal did not include this detail, they called for a push/pull handle.

Once the order was placed, the drawings became the basis for manufacturer, and the second lot of drawings which we issued for your approval included a push/pull handle.

As such this difference from the proposal was approved by the administration, when it approved these manufacturing drawings.

However, in the spirit of cooperation I have placed an order for the appropriate lockset and will be dispatching an installer to fit it as soon as it arrives.

According to our supplier, it should arrive by the end of next week. So, I would anticipate installation on the week of October 16<sup>th</sup>.

We will provide this service without adjustment to the current PO value.

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

We can review this when we come to site regarding the lock. If necessary we can provide testing to ascertain that the booth performs to the agreed NIC50.

Please confirm this is an acceptable course of action.

Best Regards,

#### Jordan Moran

Engineering Manager

Direct: (804)-349-0050

Mobile: (804)-366-4245

Email: <u>imoran@acousticalsolutions.com</u>



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From: Wilson, Jessica [mailto:Wilson.Jessica@epa.gov]

Sent: Thursday, October 5, 2017 11:16 AM

**To:** Moran, Jordan < imoran@acousticalsolutions.com>

Cc: Neill, Charles < Neill. Charles @epa.gov >

**Subject:** RE: Acoustical Solutions (Administrator's Booth)

**Importance:** High

Good day Jordan,

Our EPA, contract Level COR has received the booth and has inspected the booth. | Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

As soon as possible please provide myself, the Contracting Office and the EPA Level COR know at your earliest possible time when your company will address these concerns for correction.

Thank you Kindly,

### Jessica V. Wilson

### **Contracting Officer**

## **U.S. Environmental Protection Agency**

### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

To: Wilson, Jessica[Wilson.Jessica@epa.gov]

From: Neill, Charles

Thur 10/5/2017 3:21:45 PM Sent:

Subject: RE: Acoustical Solutions (Administrator's Booth)

You're amazing.

Thank you Jessica!

Charles Neill U.S. Environmental Protection Agency Office of Administration and Resources Management Personnel Security Branch

Security Management Division 202-564-3912 neill.charles@epa.gov

From: Wilson, Jessica

Sent: Thursday, October 05, 2017 11:16 AM **To:** Jordan Moran < im@acousticalsolutions.com> Cc: Neill, Charles < Neill. Charles@epa.gov>

Subject: RE: Acoustical Solutions (Administrator's Booth)

Importance: High

Good day Jordan,

Our EPA, contract Level COR has received the booth and has inspected the booth. Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

As soon as possible please provide myself, the Contracting Office and the EPA Level COR know at your earliest possible time when your company will address these concerns for correction.

Thank you Kindly,

Jessica V. Wilson

**Contracting Officer** 

### **U.S. Environmental Protection Agency**

#### OARM/OAM/HPOD/PCSC

Ronald Reagan Building #71223

1200 Pennsylvania Ave. NW Mail Code: 3803R

Washington, DC 20460

Phone: 202-564-2504

E-mail: wilson.jessica@epa.gov

To: Wilson, SeVera[Wilson.SeVera@epa.gov]
Cc: Ellison, Mardiko[Ellison.Mardiko@epa.gov]

From: Stewart, Neil

**Sent:** Wed 9/27/2017 9:54:09 PM

Subject: RE: Ceiling in Communication Booth Area

Thank you

From: Wilson, SeVera

Sent: Wednesday, September 27, 2017 5:15 PM
To: Stewart, Neil <Stewart.Neil@epa.gov>

Cc: Ellison, Mardiko < Ellison.Mardiko@epa.gov > Subject: RE: Ceiling in Communication Booth Area

I did. The number was forwarded earlier today.

From: Stewart, Neil

Sent: Wednesday, September 27, 2017 5:00 PM

To: Wilson, SeVera < <u>Wilson.SeVera@epa.gov</u>>
Cc: Ellison, Mardiko < <u>Ellison.Mardiko@epa.gov</u>>
Subject: FW: Ceiling in Communication Booth Area

Importance: High

SeVera,

Please follow up with Mardiko. Thanks,

Neil

From: Ellison, Mardiko

Sent: Wednesday, September 27, 2017 12:31 PM

To: Stewart, Neil < Stewart. Neil@epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

Cc: McCluney, Lance < McCluney.Lance@epa.gov >; Allen, Reginald

<<u>Allen.Reginald@epa.gov</u>>

Subject: RE: Ceiling in Communication Booth Area

Importance: High

Hello,

There is no contact number for Trademasters on the invoice. Please send me a contact number, so I can make payment on Proposal #1767. Thank you.

From: Ellison, Mardiko

Sent: Wednesday, September 27, 2017 9:10 AM

To: Stewart, Neil < Stewart. Neil@epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

Subject: FW: Ceiling in Communication Booth Area

Importance: High

Morning,

Do you have a contact number for Trademasters? Thank you

From: Ellison, Mardiko

Sent: Tuesday, September 26, 2017 1:55 PM

To: Stewart, Neil < Stewart.Neil@epa.gov >; Wilson, SeVera < Wilson.SeVera@epa.gov >

Cc: McCluney, Lance < McCluney.Lance@epa.gov > Subject: RE: Ceiling in Communication Booth Area

Good Afternoon,

That would be great, hopefully there is no more additional cost. Do you have a contact number for Trademasters? Thank you.

From: Stewart, Neil

Sent: Tuesday, September 26, 2017 1:49 PM

To: Ellison, Mardiko < Ellison. Mardiko @epa.gov >; Wilson, SeVera < Wilson. SeVera @epa.gov >

Subject: RE: Ceiling in Communication Booth Area

Good afternoon,

Yes, the Vendor will accept the government purchase card. In terms of additional cost, we can ask that question in the weekly project status meeting (tomorrow). Thanks,

Neil

From: Ellison, Mardiko

Sent: Tuesday, September 26, 2017 10:52 AM

To: Wilson, SeVera < Wilson. SeVera@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >

Subject: Ceiling in Communication Booth Area

Importance: High

Good Morning,

Do the Vendor accept the govt purchase card? Also, do you anticipate any additional costs to complete booth? Thank you.

From: Ellison, Mardiko

Sent: Monday, September 25, 2017 2:46 PM

To: Stewart, Neil < Stewart.Neil@epa.gov >; Wilson, SeVera < Wilson.SeVera@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Benton, Michael < benton.michael@epa.gov >;

McCluney, Lance < McCluney. Lance @epa.gov>

Subject: FW: Ceiling in Communication Booth Area

Importance: High

Good Afternoon,

Can this request be done with a purchase card? Also, do you anticipate any additional costs to complete booth? Thank you.

From: Allen, Reginald

Sent: Monday, September 25, 2017 11:11 AM

To: McCluney, Lance < McCluney.Lance@epa.gov >

Cc: Benton, Michael <benton.michael@epa.gov>; Smoot, Nicole <Smoot.Nicole@epa.gov>;

Ellison, Mardiko < Ellison. Mardiko @epa.gov >; Hurt, Tiffany @epa.gov >

Subject: FW: Ceiling in Communication Booth Area

Another bill

Can we pay this?

Reggie

### Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Stewart, Neil

Sent: Thursday, September 21, 2017 12:49 PM

To: Allen, Reginald < Allen.Reginald@epa.gov > Cc: Wilson, SeVera < Wilson.SeVera@epa.gov > Subject: Ceiling in Communication Booth Area

Reggie,

Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a call if you have any questions or concerns pertaining to this project. Thanks,

Neil

Neil Stewart

Chief, Headquarters Operations Branch

Facilities Management and Services Division (FMSD)

OARM/USEPA

Office Number: (202) 564-9436

Mobile Number: Ex. 6 - Personal Privacy

To: Larry Snow[LSnow@trademasters.com]
Cc: Ellison, Mardiko[Ellison.Mardiko@epa.gov]

From: Wilson, SeVera

**Sent:** Wed 9/27/2017 6:42:46 PM

Subject: RE: Ceiling in Communication Booth Area

From: Larry Snow [mailto:LSnow@trademasters.com]
Sent: Wednesday, September 27, 2017 2:36 PM
To: Wilson, SeVera <Wilson.SeVera@epa.gov>
Subject: RE: Ceiling in Communication Booth Area

Hi SeVera,

My number is; (301) 742-5159

### Larry Snow

**Project Manager** 

O: 202-408-8934 | F: 202-408-8931

M: 301-742-5159

Isnow@trademasters.com

#### **Trademasters Service Corporation**

1200 Pennsylvania Ave. NW

Room B110

Washington, DC 20004



From: Wilson, SeVera [mailto:Wilson.SeVera@epa.gov]

Sent: Wednesday, September 27, 2017 2:20 PM

To: Lorento Neequaye - WPM1D <lorento.neequaye@gsa.gov>

**Cc:** Ellison, Mardiko <<u>Ellison.Mardiko@epa.gov</u>>; Stewart, Neil <<u>Stewart.Neil@epa.gov</u>>; McCluney, Lance <<u>McCluney.Lance@epa.gov</u>>; Allen, Reginald <<u>Allen.Reginald@epa.gov</u>>;

Larry Snow <LSnow@trademasters.com>

Subject: RE: Ceiling in Communication Booth Area

Thank you

From: Lorento Neequaye - WPM1D [mailto:lorento.neequaye@gsa.gov]

**Sent:** Wednesday, September 27, 2017 2:09 PM **To:** Wilson, SeVera <a href="mailto:viison.SeVera@epa.gov">viison.SeVera@epa.gov</a>>

**Cc:** Ellison, Mardiko <<u>Ellison.Mardiko@epa.gov</u>>; Stewart, Neil <<u>Stewart.Neil@epa.gov</u>>; McCluney, Lance <<u>McCluney.Lance@epa.gov</u>>; Allen, Reginald <<u>Allen.Reginald@epa.gov</u>>;

Larry Snow < LSnow@trademasters.com>

Subject: Re: Ceiling in Communication Booth Area

Trademasters, Larry Snow is attached to this message

On Wed, Sep 27, 2017 at 1:59 PM, Wilson, SeVera < Wilson. SeVera@epa.gov > wrote:

Hi Lorento. Can you provide us with a telephone number? Thanks.

From: Ellison, Mardiko

Sent: Wednesday, September 27, 2017 12:31 PM

To: Stewart, Neil < Stewart. Neil@epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

Cc: McCluney, Lance < McCluney.Lance@epa.gov >; Allen, Reginald

<Allen.Reginald@epa.gov>

Subject: RE: Ceiling in Communication Booth Area

Importance: High

Hello,

There is no contact number for Trademasters on the invoice. Please send me a contact number, so I can make payment on Proposal #1767. Thank you.

From: Ellison, Mardiko

Sent: Wednesday, September 27, 2017 9:10 AM

**To:** Stewart, Neil < Stewart.Neil@epa.gov >; Wilson, SeVera < Wilson.SeVera@epa.gov >

Subject: FW: Ceiling in Communication Booth Area

Importance: High

Morning,

Do you have a contact number for Trademasters? Thank you

From: Ellison, Mardiko

Sent: Tuesday, September 26, 2017 1:55 PM

To: Stewart, Neil < Stewart. Neil@epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

Cc: McCluney, Lance < McCluney.Lance@epa.gov > Subject: RE: Ceiling in Communication Booth Area

Good Afternoon,

That would be great, hopefully there is no more additional cost. Do you have a contact number for Trademasters? Thank you.

From: Stewart, Neil

Sent: Tuesday, September 26, 2017 1:49 PM

**To:** Ellison, Mardiko < <u>Ellison.Mardiko@epa.gov</u>>; Wilson, SeVera

< Wilson. SeVera@epa.gov>

Subject: RE: Ceiling in Communication Booth Area

Good afternoon,

Yes, the Vendor will accept the government purchase card. In terms of additional cost, we can ask that question in the weekly project status meeting (tomorrow). Thanks,

Neil

From: Ellison, Mardiko

Sent: Tuesday, September 26, 2017 10:52 AM

To: Wilson, SeVera < Wilson. SeVera@epa.gov >; Stewart, Neil < Stewart. Neil@epa.gov >

**Subject:** Ceiling in Communication Booth Area

**Importance:** High

Good Morning,

Do the Vendor accept the govt purchase card? Also, do you anticipate any additional costs to complete booth? Thank you.

From: Ellison, Mardiko

Sent: Monday, September 25, 2017 2:46 PM

To: Stewart, Neil < Stewart. Neil@epa.gov >; Wilson, SeVera < Wilson. SeVera@epa.gov >

Cc: Allen, Reginald < Allen. Reginald@epa.gov >; Benton, Michael

< benton.michael@epa.gov >; McCluney, Lance < McCluney.Lance@epa.gov >

Subject: FW: Ceiling in Communication Booth Area

Importance: High

Good Afternoon,

Can this request be done with a purchase card? Also, do you anticipate any additional costs to complete booth? Thank you.

From: Allen, Reginald

Sent: Monday, September 25, 2017 11:11 AM

To: McCluney, Lance < McCluney.Lance@epa.gov >

Cc: Benton, Michael < benton.michael@epa.gov >; Smoot, Nicole

< Smoot.Nicole@epa.gov>; Ellison, Mardiko < Ellison.Mardiko@epa.gov>; Hurt, Tiffany

< Hurt. Tiffany@epa.gov>

Subject: FW: Ceiling in Communication Booth Area

Another bill

Can we pay this?

Reggie

Reginald E. Allen

Acting Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Stewart, Neil

Sent: Thursday, September 21, 2017 12:49 PM
To: Allen, Reginald < Allen. Reginald@epa.gov > Cc: Wilson, SeVera < Wilson. SeVera@epa.gov >

**Subject:** Ceiling in Communication Booth Area Reggie, Attached is the quote for the installation of a drop ceiling in the Administrator's communication booth area. GSA is on deck and ready to move forward as soon as they receive the approval. I will coordinate the start of the project with GSA when I receive your approval. Please give me a call if you have any questions or concerns pertaining to this project. Thanks, Neil Neil Stewart Chief, Headquarters Operations Branch Facilities Management and Services Division (FMSD) OARM/USEPA Office Number: (202) 564-9436 Mobile Number: Ex. 6 - Personal Privacy

Lorento N. Neequaye

**Supervisory Facilities Manager - EPA Headquarters** 

National Capital Region | Triangle Service Center (WPM1D)

1301 Constitution Ave, NW | Washington, DC 20001

202.633.0162 office Ex. 6 - Personal Privacy cell

Lorento.Neequaye@gsa.gov